



Library Volunteer Job Description

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| Job Title: | Processing Assistant |
| Work Group: | Support Services |
| Supervisor: | Luisa Brindle |
| Contact: | Maynard Martinez - (650) 526-7043 |
| Duties: | Assist in processing replacement CD's, processing new books, replacing book covers, taping, mending and cleaning of books & other items. Other duties as assigned. |
| Qualifications: | Good manual dexterity, focused, detail-oriented, reliable |
| Time needed: | 2 to 4 hours per week (Monday-Thursday 9:30 a.m. to 2:30 p.m.) |
| Training: | Orientation to agency On-the-job training with Supervisor or department staff |
| Importance of this volunteer job to our organization: | Processing new Library materials is a high priority, and the work must be done carefully and efficiently. |